

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

This Schedule Supersedes Schedule 612-82

SCHEDULE  
NO. 612-128

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Occupational and Professional Licensing  
Secondhand Precious Metals and Gem Dealers and Pawnbrokers

AGENCY

DIVISION

Item  
No.

Description

Retention

- |    |   |   |
|----|---|---|
| 1. | ALPHA MASTER FILE - This record contains some or all of the following: name, address, certificate number with date issued or registration number, change of name, date of examination, renewals if applicable, results of examination, date of death. | Retain permanently. Transfer periodically to State Archives.        |
| 2. | COMPLAINT FILE - This file contains the original complaint form, investigative report, correspondence, charge letters, summonses, findings of fact, order of the Board and other pertinent information of a closed case.                              | Retain records for five years after the closing date, then destroy. |

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

RECEIVED

8-11-91  
Date

*Roger W. White*  
Signature

*Director*  
Title

NOV. 21 1991  
Date

*Edward C. Papenfuss*  
State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTC

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1. DEPARTMENT/AGENCY  
Licensing and Regulation

2. DIVISION  
Occupational and Professional

3. UNIT Secondhand Precious Metals & Gem Dealers & Pawn

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Alpha Master

5. EARLIEST YEAR/LATEST YEAR  
1981 TO 1991

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Name; address, license number, date issued, change of name/address, licensing application, social security number and date of birth, fingerprint cards, criminal history reports.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
3  
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
< 1  
NUMBER

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

501 St. Paul Place, Baltimore, MD 21202  
9th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)

MPIA

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO

Licensing history is computerized.

18. RECOMMENDED RETENTION.

Permanent. Transfer periodically to State Archives.

19. NAME AND TITLE OF PREPARER

Pamela J. Edwards  
Asst. Exec. Dir.

20. TELEPHONE NUMBER

333-6322

21. DATE

October 11, 1991